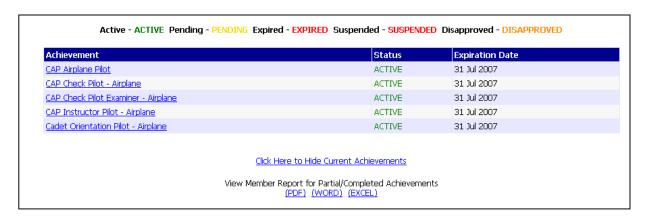The first three pages are step-by-step instructions for pilots to enter their pilot information. The guide then continues to show unit, group, and wing commanders how to validate this information.

1. Log into E-services: Log into E-services: https://www.capnhq.gov/default.aspx

2. From the left menu bar, choose: **Personal Pilot Data**
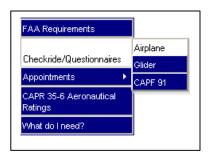   NOTE: You may have to scroll down the page to see this option.

3. An informational screen will then appear talking about the MIMS Pilot Data system and the recent changes. Scroll all the way to the bottom and click on: **Click here to proceed to new pilot form.**

4. The top half of the pages shows you at a glance the areas you are qualified in. You may quickly check the status of Pending and Expired areas.

You may click on one of the achievements to see what the requirements are. If t he STATUS goes INACTIVE, you at a glance know what to complete, and enter the information.

5. UPDATING FORM 5 DATA:
    From the left menu bar, choose: **Checkride/Questionaires,** then **Airplane**

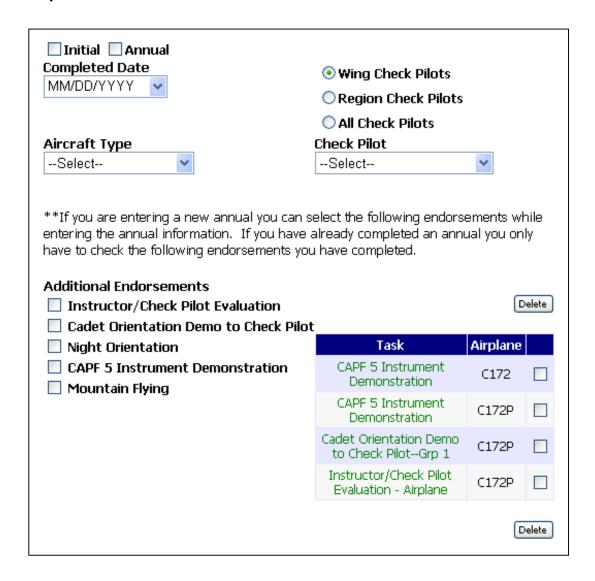
Notice on this menu you may also enter F91 Information!

6. The top half of this section shows past F5 information. Current and expired

Checkride/Questionnaires - Powered

							Delete
Aircraft	Aircraft Group	CAPF 5 Initial Completed	Delete Initial	CAPF 5 Quest. Expiration	Delete Quest.	CAPF 5 Annual Expiration	Delete Annual
C172	1	24 Jul 2004	☐	30 Jun 2006	☐	30 Jun 2006	☐
C172P	1	01 Jul 2006	☐	31 Jul 2007	☐	31 Jul 2007	☐

7. The middle left side of the screen allows you to enter the CAPR 60-1 Written Exam and Airplane Questionnaire. Notice in this example, in green, it is indicating that a written test was passed on 01 Jul 2006. This pulls directly from the NHQ database; therefore, no action is required on your part to add this requirement. A DELETE button is provided in case this is an error, and then allows you to manually put in your completed test date.

**If you do not take the CAPR 60-1 Exam online, it will have to be validated before you can enter an annual into the system.

CAPR 60-1 Exam
01 Jul 2006 Delete

CAPR 60-1 Exam Date
MM/DD/YYYY

Airplane Questionnaire Date
MM/DD/YYYY

Questionnaire Aircraft Type
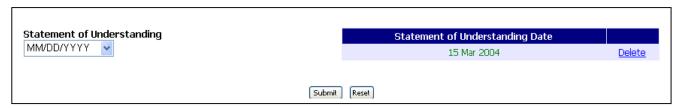*Hold Ctrl Key for Multiple Selections
C182
C172
C172P
C206
C182T NAV III

8. The middle right of the screen is where you enter flight information. Be sure to annotate the any endorsements that need to be listed.

Task	Airplane	
CAPF 5 Instrument Demonstration	C172	☐
CAPF 5 Instrument Demonstration	C172P	☐
Cadet Orientation Demo to Check Pilot--Grp 1	C172P	☐
Instructor/Check Pilot Evaluation - Airplane	C172P	☐

Initial **Annual**
Completed Date
MM/DD/YYYY

⊙ Wing Check Pilots
○ Region Check Pilots
○ All Check Pilots

Aircraft Type
--Select--

Check Pilot
--Select--

**If you are entering a new annual you can select the following endorsements while entering the annual information. If you have already completed an annual you only have to check the following endorsements you have completed.

Additional Endorsements
☐ Instructor/Check Pilot Evaluation
☐ Cadet Orientation Demo to Check Pilot
☐ Night Orientation
☐ CAPF 5 Instrument Demonstration
☐ Mountain Flying

Delete

Delete

Once you have filled in your information, excluding the Statement Of Understanding, click on the SUBMIT button. Your unit commander must validate the information you just filled in.

Initial Form 5's. The STATEMENT OF UNDERSTANDING must be notated.

Statement of Understanding
MM/DD/YYYY

Statement of Understanding Date	
15 Mar 2004	Delete

Submit   Reset

Notice in this example, a Statement of Understanding Date is in green, no action is required!

UNIT, GROUP, WING COMMANDERS VALIDATION:

1. Log into E-services: https://www.capnhq.gov/default.aspx

   a. NOTE: The following instructions will be guiding you through the E-services Restricted Applications. At any point you find that you do not have the menus this guide shows, contact your unit/group WSA, and if there is not one, or they cannot assist, contact Capt James Delaney, WIWG-WSA (james.delaney.cap@gmail.com) to assign you the proper permissions. If you are not the Unit, Group, Wing commander and are trying to accomplish validation on behalf of the commander, he/she will need to send this request to WI-MIS staff for you to receive the permissions.

2. From the E-services main page, choose M.I.M.S. (This will be located on the RIGHT menu bar, if you have the proper permissions.

   - M.I.M.S.
   - M.I.M.S. - Pilot Data
   - Member Search
   - Membership
   - National IP
   - Organizational Contacts
   - SSNSearch
   - Senior Member Specialty Track
   - Validate CAP Picture
   - Web Security Admin

3. Choose: **Validate Achievements or Tasks**

M.I.M.S.

| ES Multi-person Specialty Entry(Achievement Level) | ES SQTR Quick Entry | ES Single-person Specialty Entry (Achievement Level) | ES/CD/Cadet Task Data Entry | FMS Currency | FMS_Reports | SQTR By CAPID | Validate Achievements or Tasks |

4. The next screen requires you to review the Statement of Understanding regarding the FMS validation Module. Read it carefully and choose YES, if you understand what you are about to do.

5. Depending on your level of permissions, the screen that has appeared may ask you to choose which unit/group/wing you desire to validate records. Otherwise, most unit commanders will show the below screen:
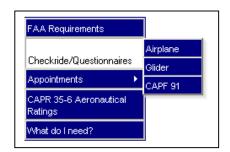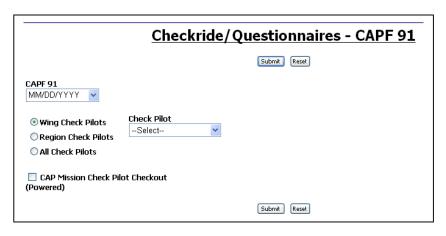
Validation for Achievements or Tasks

Validation Status Report

Instructions (PDF)
How to use?
Instructions (HTML)

Scope
UNIT

ORGID
GLR-WI-049

Filter By
● No Selection ○ Functional Area ○ CAPID ○ Last Name ○ Alphabet

	Name	Additional Info	Submitter	Completed	Process	Commen
192484 Loll, Gregory R (WI-049)	CAPF 5 Airplane Annual C172	Check Pilot Name or CAPID:373305	lauzerjm	30 Jul 2006	● Not Selected ○ Validate ○ Reject	
	CAP Airplane Questionnaire C172		lauzerjm	30 Jul 2006	● Not Selected ○ Validate ○ Reject	

At this point you may either VALIDATE a pending record, or REJECT. Once you have selected the records, simply click the CONFIRM button.

NOTE: If you are a unit, group, or wing commander validating YOUR OWN records, this is not the end of the road. You cannot validate your own record. The next highest commander must do the same before it will show in your files.

CHECK PILOT/INSTRUCTOR/F91 NOTATION

1. Returning back to the Personal Pilot Data screen, you have two separate areas to enter.

2. Choose **CAPF 91** if entering F91 Information:

Enter the requested information. If your CHECK PILOT is not listed, he/she must have their pilot records updated before you can continue. Contact your check pilot directly if this happens!

CHECK PILOT / INSTRUCTOR ANNOTATION:

1. From the Personal Pilot Data Screen, (see above) choose, **APPOINTMENTS**

Simply check mark the appointments you are requesting.

See the **Prerequisites** page to enter the items required. If you self check mark a box, and the prerequisite has not been completed, you will not receive the appointment. Approvals from unit, group, and wing will need to be completed before receiving these appointments!

NCPSC designation is also entered in the Prerequisites Section.

Special Notes: (Updating records that are not your own)

The above pages referenced a guide for individual members to update their own pilot information. Some squadrons appoint an officer to perform these updates for members that do not have Internet access. Special permissions must be assigned in order to do this for another member. Although the menu pages are the same, this sort of access must be entered at a separate location.

a. From the E-services main menu, look at the right menu bar. These are your restricted applications access. M.I.M.S. – PILOT DATA is the name of the module used to update other member's information. If you do not see this option, you must be assigned the necessary access. If your unit or group WSA cannot provide you this access, the Unit Commander should request this access from WI-WSA Capt James Delaney - james.delaney.cap@gmail.com.